

## MACOMB FOOD CO-OP BOARD MINUTES

January 14, 2019

BOARD MEMBERS PRESENT: Margaret Ovitt, Tim Mealiff, Rose Elam, Dusty Berg, Ann Knowles, Maureen Wallen, Jeanne Nehls

OTHERS PRESENT: Larissa Berg, Crystal Kepple (by telephone)

The meeting was called to order by Margaret at 6:22 pm at Macomb City Hall Community Room.

**APPROVAL OF MINUTES.** The following minutes were approved as presented with a motion by Dusty and a second by Tim. The motion passed.

November 3 Special Meeting

November 5 Special Meeting

November 9 Special Meeting

November 16 Special Meeting

December 4 Regular Meeting

December 6 Special Meeting

December 17 Special Meeting

**ENTER EXECUTIVE SESSION.** It was moved by Ann to enter into Executive Session at 6:32 pm. Dusty seconded the motion. The motion passed.

**EXIT EXECUTIVE SESSION.** It was moved by Dusty and seconded by Ann to exit Executive Session at 6:37 pm. The motion passed.

### **CHAIR COMMENTS/AGENDA ADDITIONS.**

- Margaret thanked everyone for attending the Board Training on January 5 with Jacqueline Hannah.
- Jeanne said Sue Scott, Director of the Western Illinois Museum, asked to look at/use our Dakota Feasibility Study. Jeanne moved to let Sue use the Study. Dusty seconded. It was agreed as long as locations are redacted. The motion passed.
- Ann informed the Board that she had two sandwich boards made in different sizes by Connor Shields. They have been delivered to the Co-op. Thank you Ann!

### **BOARD TRAINING DISCUSSION.**

**Priority #1.** Transition Crystal, our Store Manager, into General Manager position. Jeanne relayed this information to Crystal. Jeanne contacted Jacqueline H. about the GM team. Jacqueline's response was forwarded to the Board. There is no one heading up the team at the moment. Volunteers have to be trained to free Crystal so she can do GM work.

**Goals/Meetings.** Margaret suggested we have two meetings per month, one business meeting and the other, a working meeting, to work toward goals. January 28 will be a working session. Jeanne stressed we know our topic at that meeting which will determine who is invited to attend. Suggestions were: work on getting more members, the store's third anniversary activities, and a timeline for April-December.

**Liaison with Crystal.** Rose will serve as Board liaison while Jeanne is on vacation. 1) keep abreast of the POS install. 2) Nicole will be contacting Crystal regarding store design.

**STORE MANAGER REPORT.** Crystal's written report was reviewed. Highlights of her report:

- Six new members in the last month, total of 509 members
- The POS upgrade will be taking place on Monday, January 21. Crystal hopes to have two different sessions with interested volunteers and staff that day.
- Crystal reported a \$3,245 credit card bill coming due at the end of the month and \$6,327 in the Co-op checking account

**PRODUCER MEETING.** Ann reported on their January 9 meeting. We have an obvious need for more produce in the winter months. That will be relayed to our producers as well as the time of year desired, which is an avenue of growth for them. Crystal will provide a list of items that sell out quickly. Ann will email producers, inviting them to attend the next meeting.

**EVENTS MEETING.** Dusty reported on their January 10 meeting at which Jeanne reviewed the last two Silent Auctions. Locations are being discussed for the event. A live auction is being considered, in addition to the silent auction. The next meeting is January 15 at which time the donor list will be distributed.

**TREASURER.** Tim reported a bank balance of \$6,327.

**MEMBER COMMENT POLICY.** Maureen and Tim presented a draft policy of the Member Comment Policy to the Co-op's Board meetings. A few modifications were made and the policy was adopted with a motion by Ann and a second by Jeanne. The motion passed and the Member Comment Policy made record.

**VOLUNTEER FORM.** Jeanne presented the Volunteer Form that Karen Hostert developed. The form was reviewed. Jeanne will make some adjustments to the form and put it on Google Docs to allow all Board input.

### **NEW BUSINESS.**

**Sales Tax.** Margaret stated that Illinois sales tax is now due quarterly. In order to bid Crystal some time, would it be helpful to have Cindy do the sales tax filing this time at a cost of \$50? Dusty moved and Ann seconded that we have Cindy do the filing. The motion passed. Maureen will contact Charlotte Morrow to see if she knows Quickbooks. Margaret shared that Cindy said we cannot afford her for her bookkeeping services.

**Secretary of State filing** is due in March. Margaret will contact Crystal or Pam to find out who has prepared this in the past.

**Sign on East Side of Building.** Maureen contacted Mary Ann Severs, who has agreed to provide the paint and labor for \$60. Maureen and Jeanne offered to pay the \$60. Maureen will include Crystal in design discussions.

**Parking Stripes.** Rose investigated parking stripes. Since it isn't a city lot, we are responsible for painting the stripes. The city provided information on paint and dimensions.

**IIRA Meeting Survey.** John Griudl suggested to Margaret to have a survey done. We had a survey done in 2017. Jeanne and/or Rose will provide Margaret with a copy.

**Up and Coming Conference.** Margaret and Jeanne are interested in attending the conference scheduled for February 27, 28 and March 1.

### **UPCOMING EVENTS.**

January 28. Board working session. Dusty's office. 5:00 pm.

February 11. (Monday) Board meeting, 6:15 pm, **Macomb City Hall community room**

March 23. Silent Auction at the American Legion

Sitka Salmon Days: February 16, March 13, April 13

April. Store's third anniversary

### **ADJOURNMENT.**

The meeting was adjourned at 8:24 pm.

Respectfully,

Rose Elam, Secretary